



Helping People Succeed (HPS) Strategic Plan RFP

Introduction and Summary

Helping People Succeed is a nonprofit organization of approximately 150 employees in Jensen Beach, Florida, serving over 8000 individuals and families yearly across 3 counties. We offer programming in 4 specific areas:

- Services for Individuals with Intellectual and Developmental Disabilities (Successful Futures)
- Parent Education and Training for child abuse and neglect prevention (Healthy Families Program)
- Infant Parenting Support and Early Intervention Programs birth – 5 (Baby Steps)
- Behavioral Health and Case Management

With a new CEO in 2025 succeeding a 50-year CEO, the organization is looking to define its next chapter. The last Strategic Plan does come to an end this year, and with new leadership and an engaged board, staff, and community, the time is right to clarify our direction forward.

Our organization is large and complex. Having recently completed a SWOT analysis, we know we have an opportunity to get clearer on our mission and our program services. We want to create a strategic plan that will allow us to have consensus on what services we commit to and what opportunities we should say no to along with clear messaging about our mission and our work. We believe we can grow our reach, but we also know we need to do so in a fiscally responsible way that does not duplicate efforts in our communities, and which aligns with a redefined mission.

We would like to create a 3–5-year strategic plan. We believe we will hone in on the exact timeline as we begin working through the process. We would like to kick off the Strategic Planning process in July 2025 and culminate by December 2025.

We are seeking an experienced Strategic Planning Consultant with verified successful experience leading other nonprofit organizations to the creation of a Strategic Plan. Experience working with organizations with similar service areas is preferred but not required.

Project Scope

In facilitating our strategic planning process, we are looking for our consultant to:

- Guide us in re-writing our mission and vision statements.
- Review the most recent SWOT analysis and determine where more information is needed to create a full picture of the current state of the organization.
- Facilitate stakeholder input, such as strategic planning stakeholder surveys and interviews.
- Conduct a market assessment to establish context for the plan.
- Organize and facilitate a strategic planning retreat for board and staff leadership.
- Guide the development of SMART goals and outcomes to include financial and programmatic.
- Produce a final Strategic Plan document.

Application and Selection Process

All submissions are due via email to kstimpson@hpsfl.org by May 23, 2025.

All submissions will be reviewed, and finalists will be invited to interview with a selection team by June 15, 2025 with the goal of selecting a Consultant by June 30, 2025.

Please submit the following:

- cover letter
- resume
- proposal outlining your approach and timeline to facilitating the process
- at least one sample of a Strategic Plan you've created or facilitated the creation of
- at least one recommendation letter from a former client